

# CUTLER-OROSI JOINT UNIFIED SCHOOL DISTRICT

## Management and Confidential Personnel Handbook

### I. Preamble

This Management Handbook will outline the working conditions for Cutler-Orosi Joint Unified School District Certificated Administrators, Classified Management and Confidential Staff (hereinafter referred to as "Employees" and/or "Management Team"). The conditions listed in this handbook will remain in force unless revised or updated by Board of Trustees action.

### II. Management Team

- A. The Management Team is a means whereby educational policies and administrative procedures that define the District's programs and administrative operations are accomplished by delegated responsibility and authority.
- B. The District's Management Team is composed of the employees of the District who have been designated "management." In general, those individuals are assigned the responsibility to formulate and recommend District policies and procedures; administer District policies and procedures; administer District programs; direct and supervise employees, evaluate, transfer, suspend; recommend employment, dismissal, and assignment; and develop, recommend and operate budgets.
- C. The specific purposes of the Management Team are: (1) to support the implementation of the Board's goal, (2) to strengthen the administration of educational programs of the District, (3) to establish and improve communications, decision-making, conflict resolution, and other relationships.
- D. While the Management Team places emphasis upon shared responsibility and authority, nothing in this policy limits the responsibility and authority of the Board to ultimately make decisions as prescribed by law.

### III. Hiring Procedures for Certificated Administrators, Classified Management and Confidential Personnel

- A. The Board will not unlawfully discriminate against any employee on the basis of race, color, creed, age, sex, national origin, political affiliation, domicile, marital status, sexual orientation, and/or physical handicap.
- B. Positions of Certificated Administrators and Classified Management excluding Superintendent are to be filled using the following steps:
  - 1. The position is advertised via appropriate agencies, such as ACSA, CASBO, Ed-Join, etc.

2. A time-line is developed which includes application deadlines and interview dates.
3. Applications are received by the personnel office.
4. Applicants for interviews are selected based on:
  - a. Those persons who possess relevant skills through training, experience, background, and appropriate certification, as required, by specific job classes and assignments.
  - b. Academic or vocational qualifications and personal attributes applicable to job related duties.
5. An interview schedule is established.
6. The Superintendent or designee makes his/her recommendations to the Board.
7. The Board may reject all candidates and request management to repeat the advertising process to locate new candidates.

#### **IV. Proposal Process**

- A. The Management Team has the right to submit a proposal to the Superintendent to take to the Board. Ideas will be discussed and a team of representatives will be chosen to prepare and submit proposed revisions to the current handbook.
- B. A proposal will be presented to the Management Team for approval.
- C. The proposal shall be presented to the Board by the Superintendent.

#### **V. Demotion and/or Mandatory Separation from Service**

- A. The Board of Trustees may demote or dismiss an employee at will in accordance with the provisions of the Education Code upon the recommendation of the Superintendent.
- B. Action by the Board to demote or dismiss an employee shall normally be preceded by an evaluation process that includes the following steps in Due Process:
  1. Pre and Post evaluation conferences.
  2. The right of the affected employee to respond in writing within a limited period of time.
  3. A program of assistance to help correct any noted deficiencies.
- C. If, after complying with the above steps, the decision to demote or dismiss a certificated employee is made, the Board shall, by March 15, provide the employee with a written statement of its intent to demote or dismiss at the end of that year. For a classified employee, the Board shall determine the dismissal date unless the employee is probationary.

- D. For the purposes of this policy, demotion shall be defined as reassignment to a teaching position or reassignment to another management or confidential position with less compensation and/or rank.
- E. Nothing in this procedure precludes the Board of Trustees' rights to take immediate action as provided for in law under unusual circumstances.
- F. The above procedures do not apply to probationary employees.

## **VI. Evaluations**

### **A. General**

It is understood that the primary objective of the evaluation process is to maintain or improve the quality of education. To this end, evaluations, where possible, shall be constructive and offer positive reinforcement to the employee being evaluated.

### **B. Procedures**

1. Formal evaluation of employees covered in the handbook shall be made annually by the immediate supervisor for each employee. Evaluations are due to the Personnel Office by July 15th of each year.
2. Evaluators shall use the appropriate district evaluation form.

## **VII. Hours of Employment**

### **A. Work Day**

The Board and Employees recognize that the nature of day-to-day professional responsibilities does not lend itself to a day of rigidly established length. It is recognized that Certificated Administrators, Classified Management and Administrative Assistants are exempt employees. Therefore, the specific eight (8) hour work day is to be addressed at each work site.

### **B. Overtime**

1. Certificated Administrators, Classified Management and Administrative Assistants are exempt from overtime by provisions in the Education Code.
2. Confidential Employees can be compensated for overtime by authorization of the immediate supervisor within budgetary limits.

### **C. Work Year**

1. The appropriate length of the work year is addressed on the salary schedule for each individual.
2. The following shall not be required work days:
  - a. State and Federal Holidays as defined in Education Code Section 37220.
  - b. Any day declared by the President, or the Governor of the State, as a public fast, mourning, Thanksgiving, or holiday.
  - c. Local holidays as designated by the Board of Trustees and/or District.

3. Employees may leave two (2) hours early on the last working day before major holidays.

## **VIII. Absences and Leaves**

### **A. Sick Leave**

1. Sick leave shall be given as follows:
  - a. Certificated Administrators working two hundred one (201) days or more shall receive twelve (12) days of sick leave per year.
  - b. Certificated Administrators working two hundred (200) days or less shall receive eleven (11) days of sick leave per year.
  - c. Classified Management and Confidential twelve (12) month employees shall receive twelve (12) days of sick leave per year.
2. Unused sick leave shall be accumulated from year to year.
3. When an employee is absent and uses his/her accumulated sick leave, the employee, upon return to work, must complete a District Absence Request Form. The completed form shall be submitted for proper supervisory approval and forwarded to the Central Office for approval by the Personnel Department.

### **B. Maternity Leave**

1. A leave of absence shall be granted for any employee who is required to be absent from duties because of pregnancy, miscarriage, childbirth, and recovery therefrom.
2. Any employee who is pregnant shall be entitled to use accumulated sick leave for maternity purposes.
3. The length of the maternity leave of absence, including the date on which the leave shall commence and the date on which the employee resumes duties, shall be determined by the employee and the employee's physician. The employee shall normally give fifteen (15) days written notice prior to beginning and terminating the maternity leave of absence.

### **C. Child Rearing Leave**

1. Upon request, the Board may provide a male or female employee who is a natural or adopting parent an unpaid leave of absence for the purpose of rearing his/her infant in accordance with State law.
2. An employee shall notify the Board that (s)he intends to take such a leave at least two (2) months to the anticipated date on which the leave is to commence. In case of emergencies, the above time limits shall be waived, except that the employee shall inform the Board as soon as possible the date on which the leave is to commence.

### **D. Personal Necessity Leave**

- 1 Each employee shall be entitled to use up to seven (7) days of his/her accumulated sick leave for personal necessity in each school year.

2. Personal necessity leave shall be limited to circumstances significant in nature which the employee cannot reasonably be expected to disregard. Absences of this nature would normally necessitate the member's immediate physical presence elsewhere and involve matters which cannot be accomplished at any other time.
3. Purposes and/or reasons for which personal necessity leave may be used include, but are not limited to:
  - a. Serious illness of a member of his/her immediate family.
  - b. Accident involving his/her property or the person or property of a member of employee's immediately family.
  - c. An illness or an unusual circumstance involving the employee or a member of his/her immediate family which (s)he cannot reasonably be expected to disregard and which requires his/her attention during assigned work hours.
  - d. Attendance at District approved conferences, workshops, and seminars for which no release time and/or financing are provided.
4. When an employee uses personal necessity leave, s/he must complete a District Absence Request Form. A completed form shall be submitted for proper supervisory approval at least two (2) days before personal necessity leave is taken unless the nature of the emergency prevents such notice. The signed form shall then be forwarded to the Central Office.

E. Bereavement Leave

1. An employee shall be granted necessary leave of absence not to exceed three (3) days (five (5) days if 250 miles travel (one way) is required) on account of death of any member of his/her family.
2. No deduction shall be made from the salary of any employee nor shall such leave be deducted from leave granted by other sections of this handbook for use of bereavement leave.

F. Leaves - General

1. When leave is taken with pay, the District will continue to make contributions to current medical benefits. Employees on unpaid leave may be entitled to maintain, at the approval of the insurance carrier, medical coverage at the employee's expense.
2. An employee on a paid leave shall be entitled to return to the same position which (s)he held immediately before commencement of the leave and receive all other fringe benefits to the extent not expressly prohibited by law.

G. Donation of Sick Leave

1. Upon written request by an employee to the Superintendent or designee, an employee may authorize the final, unconditional, and irrevocable donation of the employee's accumulated sick leave to another designated employee.
2. Sick leave days so transferred shall be deducted from the donor's account and shall be thereafter treated as though it had been earned by the donee.

3. Sick leave so transferred shall be deducted and credited in whole days (eight [8] hour blocks). There shall be no adjustments for individual salary differences.

## **IX Safety**

- A. Employees shall not be required to work under conditions deemed unsafe by District Administrative Staff or to perform tasks which endanger their health or safety.
- B. California workers are protected in the event of job-related injuries and illnesses by Worker's Compensation Insurance.
- C. Always immediately notify your supervisor of any work-related injury or illness. You may be eligible for Worker's Compensation Benefits but your Worker's Compensation Administrator has to be notified. Reports of accidents and injuries should be completed promptly on forms available from the Business Office.

## **X Effect of Handbook**

The specific provisions contained in this handbook shall supersede District practices and procedures to the extent permitted by State law. In the absence of specific provisions in this handbook, such previous practices and procedures will be discretionary until such provisions can be incorporated into the handbook.

## **XI Employee Benefits**

### **A. Active Employees**

1. The District shall provide established benefits as per health and welfare caps authorized by the board as follows:
  - a. Health insurance coverage for all employees and their dependents.
  - b. Dental insurance coverage for all employees and their dependents.
  - c. Vision care insurance coverage for all employees and their dependents.

### **B. Retired Employees**

1. The District shall provide the paid insurance coverage as described in Section XI A. above for employees who have retired from the district (including their eligible dependents) when such employees meet the following requirements:
  - a. Are at or over the age of fifty-five (55).
  - b. Have completed ten (10) consecutive years of service prior to retirement. An authorized leave of absence shall not be considered a break in consecutive years.
  - c. Have retired under the provisions of the State Teachers Retirement System or the Public Employees Retirement System.

2. The indicated entitlement for benefits shall continue through the month in which the retired employee reaches age sixty-five (65).

## **XII Salary**

- A. The salary schedules for all employees covered under the handbook are attached.
- B. Longevity will be paid in accordance with respective salary schedules.
- C. New employees will be placed on the salary schedule by the District Superintendent based on experience. The highest entry placement will be on the mid-step of the schedule (Step 3). Original placement higher than the mid-step will be by Board of Trustees' action.
- D. The normal progression on the salary schedule shall be one step per year effective July 1 annually (a minimum of six months on a step is required.)
- E. Upon the Superintendent's recommendation an unsatisfactory evaluation may be the basis of the annual step movement being frozen or reduced.
- F. Upon the Superintendent's recommendation, exemplary evaluation may be the basis of a two step movement on the salary schedule.

## **XIII Vacation / Non-Work Days**

- A. Certificated Administrators do not accrue vacation time. Non-work days should be submitted to the District Superintendent on a calendar for approval before June 15th.
- B. Classified Management and Confidential employees accrue vacation as follows:

1-5 years, 10 days per year	9 years, 14 days per year
6 years, 11 days per year	10-14 years, 15 days per year
7 years, 12 days per year	15 years and up, 20 days per year
8 years, 13 days per year	
- C. Earned vacation shall not become a vested right until completion of the initial six months of employment.
- D. Upon separation from service, the employee shall be entitled to lump-sum compensation for all earned and unused vacation up to two (2) years.
- E. Employees are encouraged to utilize vacation within twelve (12) months of the year in which it was earned.

**XIV. Early Retirement Incentive Program and Golden Handshake Program**

Employees shall be eligible for participation in the Early Retirement Incentive Program and Golden Handshake Program as defined by the procedures outlined in the current Certificated or Classified Collective Bargaining Agreements, respectively.

**XV. Professional Attire**

- A. In order to maintain a standard of professionalism, the dress code for Certificated Administrators, Classified Management and Confidential Staff is Business Professional except for those days designated a Business Casual.
- B. Business Professional dress includes, but is not limited to:
  - 1. Dresses/skirts
  - 2. Suits
  - 3. Dress Slacks
  - 4. Dress shirts and ties
  - 5. Blouses
  - 6. Suit Jackets (optional)
- C. Business Casual dress includes, but is not limited to
  - 1. Casual dresses or shirts including denim skirts or dresses
  - 2. Casual or dress slacks or khakis
  - 3. Polo, oxford-style shirts
  - 4. Golf or branded collar shirts
- D. Professional attire excludes:
  - 1. Shorts, overalls, or denim jeans
  - 2. Tee shirts or tank tops
  - 3. Wind suits or warm-up pants or suits
  - 4. Provocative clothing (thin straps, tube tops, low necklines, strapless, too tight, too short, revealing, see through, or attire that shows undergarments, cleavage, or midriff area).
  - 5. Tattoos above the neck (must be covered during work hours).
  - 6. Body piercings (eyebrow, nose, tongue, lip) must be removed during working hours.
  - 7. Wrinkled or dirty clothing

**CUTLER-OROSI JOINT UNIFIED SCHOOL DISTRICT  
2006-07 Management/Administrative  
Ratio Factors and Longevity Schedule**

**Ratio Factors  
Position**

<b>Days</b>	<b>Certificated</b>	<b>Ratio</b>
195	Conflict Resolution Counselor	0.860
195	District Nurse	0.900
195	High School Counselor	1.020
200	District Psychologist	1.040
200	Jr. High School Assistant Principal	1.080
205	High School Assistant Principal	1.120
205	High School Dean	1.120
210	Elementary School Principal	1.200
210	Alternative School Principal	1.200
210	Jr. High School Principal	1.220
215	Director of Community Services	1.280
215	Director of Curriculum and Assessment	1.280
225	High School Principal	1.360
222	Assistant Superintendent	1.620
211	Superintendent	2.025

**Classified**

260	Business Services/Personnel Services Clerk	0.460
195	Preschool Supervisor	0.520
260	Childcare Supervisor	0.560
260	Administrative Assistant III (to Classified Manager)	0.560
260	Childcare Development Coordinator	0.600
260	Administrative Assistant II (to Certificated Director)	0.600
260	Business Services Technician	0.600
260	Personnel Technician	0.600
260	Administrative Assistant I (to Assistant Superintendent)	0.640
260	Grant Coordinator	0.660
260	Computer/Network Technician	0.780
260	Assistant Manager of Transportation	0.780
260	Administrative Assistant to the Superintendent	0.780
260	Network Technician Manager	0.900
260	Manager of Food Services	0.900
260	Director of Maintenance, Operations, & Transportation	1.120
260	Budget Supervisor (CFO)	1.120

**Longevity**

10 Years Service	\$ 500
15 Years Service	\$1,000
20 Years Service	\$1,500
25 Years Service	\$2,000
30 Years Service	\$2,500